

**IMAGING TECHNICIAN TRAINEE**  
**IMAGING TECHNICIAN I**  
**IMAGING TECHNICIAN II**  
**IMAGING TECHNICIAN III**

**Class No. 002811**  
**Class No. 002806**  
**Class No. 002807**  
**Class No. 002808**

**DEFINITION:**

To operate and maintain planetary camera and rotary/electronic scanning cameras and microfilm equipment; to audit various film types and index and verify electronic image files and microfilm; to maintain logs; to prepare material for scanning and microfilming; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS:**

The Imaging Technician class series is involved in electronic image and microfilm production. These classes may be found in the offices of the Assessor/Recorder/County Clerk, Treasurer-Tax Collector and the Department of General Services. This class series differs from classes using reproduction or printing equipment in that Imaging Technicians use specialized equipment and generally produce high quality images that are archived as official records such as (but not limited to): certificates of death, birth, property title, tax and legal records.

**Imaging Technician Trainee:**

This is the entry-level in the Imaging Technician class series. Under direct supervision, incumbents perform simpler tasks such as preparing documents for filming and imaging, indexing electronic images; data entry and data table verification. The Imaging Technician Trainee class differs from the next higher class of Imaging Technician I in that the latter performs more complex imaging and indexing productions tasks.

**Imaging Technician I:**

This is the first-level in the Imaging Technician class series. Under direct supervision, incumbents perform routine tasks related to electronic image and microfilm production. This class differs from the next higher class of Imaging Technician II in that the latter transfers electronic image files to compact/optical disk; mixes chemicals for microfilm procedures; and may work in a lead capacity.

**Imaging Technician II:**

This is the journey-level class in the Imaging Technician class series. Under general supervision, incumbents perform the more complex and higher responsibility tasks involved in electronic image and microfilm production. Incumbents may lead subordinate workers on a shift.

**Imaging Technician III:**

This is the supervising and highest class in the Imaging Technician class series. Under direction, incumbents provide application setup, form design, troubleshooting assistance, supervision, appraisal and workflow planning, and technical guidance and leadership to subordinate workers on a shift.

**EXAMPLES OF DUTIES:**

Sets up, adjusts, and operates electronic imaging equipment, planetary/rotary/aperture cameras, and microfilm duplicating equipment; performs routine equipment cleaning, maintenance, and minor repairs; indexes records for electronic imaging; prepares documents for filming or imaging; index and maintains resulting image files using specialized software; assists with general quality control functions, e.g., audits electronic images and microfilm, splices film and enhances images; tests film density and resolution; maintains logs; may retrieve, deliver and file records when requested by departments; writes stored images to compact/optical disk; mixes microfilm processing chemicals and processes film.

### **Imaging Technician II:**

All of the duties listed above and: may also supervise the work of lower level Imaging Technicians and/or clerical staff, or may work as shift supervisor.

### **Imaging Technician III:**

All of the duties listed above and: plans, supervises and evaluates the work of subordinate staff; sets priorities to ensure deadlines are met; trains subordinate staff; maintains records, reports, manuals and files; coordinates, evaluates, monitors, and performs the most responsible and critical quality control tasks; maintains microfilm archival security.

### **MINIMUM QUALIFICATIONS:**

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: T = Imaging Technician Trainee  
I = Imaging Technician I  
II = Imaging Technician II  
III = Imaging Technician III

### **Knowledge of:**

<b><u>T</u></b>	<b><u>I</u></b>	<b><u>II</u></b>	<b><u>III</u></b>	
G	T	T	T	Scanning and imaging systems and procedures.
G	T	T	T	Microfilm processing systems and procedures.
G	G	T	T	Fundamentals of PC's and Windows applications.
G	G	T	T	Planetary, rotary, and aperture cameras.
G	G	T	T	State and federal laws pertaining to microfilming and document retention.
G	G	T	T	Safety precautions regarding scanning and microfilm processes and materials.
G	G	T	T	Scanning/imaging and micrographic standards and quality control.
--	--	T	T	Maintenance requirements of microfilm and/or scanning/imaging equipment.
--	--	T	T	Film duplication and camera set-up procedures.
--	--	G	T	Theories and techniques of supervision and/or project management.

### **Skills and Abilities to:**

The following apply to all classes:

- Operate various scanning/imaging and microfilming equipment.
- Operate planetary, rotary, and aperture cameras.
- Operate standard office equipment (PC, fax, copiers, paper and film shredder).
- Understand and carry out written and oral instructions with minimal supervision.
- Perform routine quality control.
- Transfer and store electronic image files to compact/optical disk.
- Operate duplicators, film splicers, processor, and densitometer.
- Mix chemicals for microfilm processing and film testing.

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- Set up, clean, maintain, and calibrate microfilm processor.

**Imaging Technician III (In addition to the above):**

- Provide technical guidance, leadership and supervision to subordinates on an assigned shift.
- Organize and prioritize workload of subordinate staff.
- Interview and select employees.
- Handle employee counseling, discipline, and grievances.
- Perform or monitor vendor reports on Methylene Blue testing for thiosulfate.
- Respond to customer requests to retrieve records.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience that would likely demonstrate the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

**Imaging Technician Trainee:**

1. Six (6) months of experience working with personal computers, Microsoft® office program applications (Word, Excel) and other basic office programs which include accurate keyboarding, data entry and editing skills.

**Imaging Technician I:**

1. Possession of a certificate of course completion in imaging technology/microfilm technology or a certificate as Micrographics Technician or Processing/Quality Control Technician issued by a recognized college or university; OR,
2. One (1) year of experience operating microfilm equipment (including the operation of a rotary and/or planetary camera) or operating electronic imaging equipment.

**Imaging Technician II:**

1. Possession of a certificate of course completion in imaging technology/microfilm technology or a certificate as Micrographics Technician or Processing/Quality Control Technician issued by a recognized college or university; AND, two (2) years of full-time professional experience working in a darkroom (including setting up cameras, calibrating deep tank processors, and roll-to-roll duplicators; mixing chemicals, maintaining equipment; and overseeing processing, duplicating, and quality control of films) or operating electronic imaging equipment; OR,
2. Three (3) years full-time professional experience working in a darkroom (as defined above) or operating electronic imaging equipment.

**Imaging Technician III:**

1. Possession of a certificate of course completion in imaging technology/microfilm technology or a certificate as Micrographics Technician or Processing/Quality Control Technician issued by a recognized college or university; AND, three (3) years of full-time professional experience working in a darkroom (as defined above) or operating electronic imaging equipment; OR,
2. Four (4) years full-time professional experience working in a darkroom (as defined above) or operating electronic imaging equipment, one year of which must have been at a lead or supervisory level equivalent to an Imaging Technician II in the County of San Diego.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**Working Conditions:**

Prolonged standing. Occasional shift work and/or overtime may be required. Will occasionally work in 60-degree temperature and an environment with 40 to 50 percent humidity level.

**Physical Requirements:**

Incumbents use physical strength and agility on a daily basis , including lifting objects weighing up to 50 pounds.

**Background Investigation:**

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a thorough background check.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).